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MEMORANDUM FOR DEPARTMENT OF DEFENSE PERSONNEL

SUBJECT: Procedures for Handling Media Representatives

Increasing responsibilities have been placed on the public information offices throughout the Department in the current world situation to avoid the disclosure of information affecting the national security. Accordingly, it becomes increasingly important to disclose all information which can be appropriately released to the public in an expeditious and equitable manner. To accomplish this objective, it is necessary that these offices be kept fully informed as to information made available to media representatives by both military and civilian officials of the Department. To this end, the following procedure will be adhered to:

The substance of each interview and telephone conversation with a media representative will be reported to the appropriate public information office before the close of business that day. A report need not be made if a representative of the public information office is present at the interview.

This procedure applies to all Department of Defense personnel in the Washington area.

Arthur Sylvester

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